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ABSTRACT

Four sections constitute the 1973 faculty handbook for Earlham College, Richmond, Indiana: faculty rank, tenure, part-time appointments, retirement, early retirement and freedom; faculty compensation; faculty responsibilities, including student-faculty honor code; and faculty organization. (JT)

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EARLHAM COLLEGE TEACHING FACULTY HANDBOOK

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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August, 1977
Richmond, Indiana 47374

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PREFACE

Most of the information useful to Earlham faculty members about policies and procedures of college operation is communicated through the Faculty Newsletter, at faculty meetings, or at the annual faculty retreat and orientation sessions. Moreover, Earlham is a dynamic institution and is always striving to improve its organization and procedures to do a better job and to meet changing conditions; much information thus becomes out of date and useless quickly. However, there are a number of personnel policies sufficiently important and enduring that they need to be available for ready reference. The material in this Handbook has been limited to these items, with the assumption that other useful and timely information will be communicated in other ways.

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By action of the Board of Trustees, "the Faculty" as a corporate body consists of all teachers and administrators at the College. This Handbook is concerned primarily with the teaching faculty; in some respects conditions for librarians and for administrators differ.

A. Faculty rank, tenure, part-time appointments and freedom

RANK

Faculty ranks are the usual ones: Instructor, Assistant Professor, Associate Professor, and Professor. Despite the distortion of the rank and promotion system in American higher education, a faculty member's rank is meaningful to him and to others. Earlham strives to use the system equitably without making it artificial and rigid. Past and present Earlham faculty members will testify that faculty rank at Earlham does not result in castes or stratification and is not determinative in a faculty member's professional and social relationships.

Changes in rank are recommended to the Board of Trustees by the administration after consultation with the department and department chairman and the Faculty Affairs Committee. The most important factors considered when evaluating faculty for promotion are teaching effectiveness, professional competence and growth, and contributions to the Earlham community and student body.

TENURE

Tenure at Earlham in its narrow technical sense is construed to mean assured and continuous employment until the age of retirement without termination except for cause as outlined below.

Tenure is a means to certain ends: specifically (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make teaching at Earlham attractive to men and women of ability and to liberate them in the Quaker sense for their highest fulfillment. Freedom and economic security, hence tenure, are indispensable to the success of the institution in fulfilling its obligations to its students and to society.

Tenure is not used as a means of rewarding a faculty member in the same sense that promotion and salary are utilized. Normally a faculty member will be considered for tenure during his sixth year of full-time teaching at the College. For faculty who have been employed in conjunction with special projects or programs and who have not taught full-time, the tenure decision may be delayed until after the sixth year of teaching.

The teaching experience of faculty members who come to Earlham from other institutions will be taken into account when determining when they shall be considered for tenure. Faculty who come to Earlham from tenured positions at other institutions will usually be considered for tenure after one full year at Earlham. An understanding of the length of the probationary period will be worked out and placed in writing at the time of negotiating the initial contract with faculty members who come to the College with teaching experience at other institutions of higher education.

The decision to grant tenure is made by the Board of Trustees upon recommendation of the administration of the College. The administration strives to reach its recommendation by achieving consensus with the department involved, the Student Faculty Affairs Committee, and the Faculty Affairs Committee.

Termination of a tenured appointment or dismissal of a teacher previous to the expiration of a term appointment will be considered by the administration, Student Faculty Affairs Committee, the Faculty Affairs Committee and the Board of Trustees of the College. Termination of tenured appointments can be occasioned by physical disability on the part of the teacher. Dismissal can be caused by moral turpitude or academic incompetence. In all cases where the facts are in dispute, the accused teacher will have the right of a hearing and will be informed before the hearing in writing of the charges against him and will, if he so desires, have the opportunity to be heard in his own defense by all bodies that pass judgment on his case. He will be permitted to have with him an adviser of his own choosing who may act as his counsel. There will be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony will include that of teachers and other scholars from Earlham and/or other institutions.

Teachers with tenure whose appointments are terminated for cause may receive their salaries in whole or in part for at least a year from the date of notification of termination or dismissal whether or not they are continued in their duties at Earlham College. The amount of salary, if any, to be received from Earlham will be reduced by the amount of income the individual receives from any new position which he holds during the year in question.

PART-TIME APPOINTMENTS

In addition to full-time appointments to the faculty, there are three types of part-time appointments.

1. Regular part-time appointments. These persons have duties and qualifications similar to full-time appointees, and will, either singly or in combination, fill regular faculty vacancies. Regular part-time persons will be appointed with rank in the same way as full-time faculty; i.e. Professor (part-time); Associate Professor (part-time);

Assistant Professor (part-time); and Instructor (part-time). Their duties will normally be the same as those of full-time faculty (teaching, advising, committee work); such duties will be prorated according to the fraction of the appointment (e.g. half-time). They will go through the regular employment procedures and will be eligible for multiple-year contracts. Professional qualifications and criteria for evaluating regular part-time faculty will be the same as for full-time faculty. They will receive the same privileges and benefits as full-time faculty (tenure, sabbatical leave, funds for professional travel, salary and fringe benefits). Benefits will be prorated according to the fraction of full-time worked. Persons whose appointmets are for half-time or more will be considered for tenure no later than their tenth year of teaching; if tenure is not granted in the tenth year, a year's notice will be given. Part-time faculty whose appointments are for one-half time or more will participate in the consensus process and will be eligible for Faculty Affairs Committee and eligible to vote for members of FAC.

2. Part-time appointments. In some circumstances, for example in the languages, it is difficult to predict course enrollments from year to year or even term to term. Yet the need for a faculty member is a recurring one even if it is not a continuing and certain one, and there are faculty members who fill these needs over a period of several years. As part-time appointees, such persons will be considered as long-range members of the faculty; while not being assured of a teaching position in any given term or year, these faculty will have the assurance of teaching opportunities if course enrollments indicate the need for courses in their area. Such part-time appointees are not eligible for tenure, or sabbatical leave, or for membership on Faculty Affairs Committee, or to vote for members of FAC. They are welcome to participate in faculty meeting, and may serve on committees if they are interested in doing so, and if they are recommended by the Nominating Committee and approved by the faculty. Part-time appointees may apply to the Academic Dean for funds to attend professional meetings; funds will be granted depending upon the amount of money available and the importance of the meeting to the teaching of the faculty member. Part-time appointees will be considered continuing members of the faculty, even in a period where there is no teaching and they have no formal contract, until they resign or until they are dropped by the administration, following consultation with the department, Student Faculty Affairs Committee, and Faculty Affairs Committee.

3. Temporary part-time appointments. Special demands and contingencies sometimes arise which necessitate last-minute appointment of a part-time faculty member. After teaching all or part of two successive years, the temporary appointment of such a person must either be terminated or changed to a regular part-time appointment or part-time appointment. Temporary part-time appointees will not be eligible for tenure, sabbatical leave, or other benefits. They are welcome to attend faculty meetings; ordinarily they will not be asked to serve on committees.

There is no assumption that regular part-time faculty or part-time faculty will necessarily become full-time at some point. However, such faculty will be considered just like any other applicant for any full-time position for which the appointee wishes to apply.

RETIREMENT

All members of the administration and teaching faculty shall retire on July 1st next following attainment of age 65 except that by decisions of the Board of Trustees the services of an individual may be extended beyond this date on a year to year basis.

EARLY RETIREMENT

Retirement before the age of 65 may be arranged by any faculty member. By early retirement is meant the decrease of a faculty member's teaching responsibilities to less than full-time or his full retirement by ceasing to teach. Upon recommendation of the administration, following consultation with the department involved and the Faculty Affairs Committee, the Board of Trustees may commit the College to continue the faculty member's fringe benefits as if he were teaching full-time until the date when he would have normally retired. Ordinarily the College will continue to pay for hospitalization and major medical insurance for faculty members and their families, for group life insurance, and for TIAA-CREF at the level of the faculty member's salary at the time of early retirement. Also, the faculty member's dependents will continue to be eligible for the tuition benefit until the date of normal retirment.

ACADEMIC FREEDOM

Earlham College undertakes to provide in every way for a teacher's freedom to investigate, teach, and publish the truth as he sees it, the only reservation being that his achievement be workmanlike and worthy of the College.

In the classroom, Earlham encourages teachers to feel full freedom in the exposition of their course material. However, teachers are morally bound not to abuse their position by using the classroom as a means of partisan indoctrination. Outside the classroom, in their writing or public speaking, as free and mature citizens, teachers are encouraged to express their opinions with clarity and vigor. In controversial areas where the general position of the College and its constituency on a given issue may not be clear or where it is different from their own, teachers are expected to state specifically that they are expressing their own personal opinions and not those of the College.

B. Faculty Compensation

CONTRACTS

Each faculty member signs with the College an understanding concerning his salary, title and duties for the coming year. Suggested contracts for the coming year are ordinarily distributed in late January or early February. The College expects them to be returned no later than March 1st.

Initial faculty appointments ordinarily shall be for a two year period unless the position is recognized by both sides as temporary. Subsequent contracts for faculty may cover a two or three year period. Faculty members who are not being reappointed will be notified as early as possible and no later than December 20. Faculty members expecting to resign from the Earlham faculty at the end of the academic year are asked, if at all possible, to notify the administration by January 20th at the latest.

The contract compensation figure includes the faculty member's taxable salary plus the amounts contributed for four supplemental benefits: 1) hospitalization and major medical insurance; 2) retirement (TIAA-CREF), if any; 3) disability insurance, if any; and 4) group life insurance. By structuring the payment of compensation in this way, faculty do not have to pay federal income tax on these benefits.

SALARY PAYMENTS

The College fiscal year begins July 1st. Salaries are paid in twelve equal monthly installments beginning as of July 1st, unless otherwise specified. This means that faculty, including new faculty, receive two checks (at the end of July and August) before the beginning of the academic year in September. A faculty member who resigns before the beginning of the academic year after receiving a check in July or August, is expected to reimburse the College the amount he has received less any payment due him for work done in July and August. Any change in salary becomes effective as of July 1st, unless otherwise specified. Checks are issued on the last day of each month. Customary procedure is to place them in one's faculty box, but arrangements can be made with the Accounting Office to have checks mailed to faculty members absent from campus, or to deposit them in the bank directly. Deductions include Federal Withholding tax, Indiana Gross Income tax, and Social Security tax, as well as a new County income tax.

SUPPLEMENTAL BENEFITS

Supplemental benefits include the following:

1. TIAA-CREF. The College belongs to the Teachers Insurance Annuity Association and the College Retirement Equities Fund. Ordinarily thirteen percent of a person's compensation goes into a retirement fund. However, a policy-holder may contribute as little as 10% or as much as 20%. Persons who join the faculty who are not members of TIAA-CREF usually teach two years at Earlham before joining. Upon first joining, five percent of their compensation is contributed to TIAA-CREF the first year and ten percent the second year. If the faculty member wishes to contribute more than 10%, the remaining amount is added the third year.

2. Insurance. Faculty participate in a major medical group hospitalization and surgical insurance plan. A schedule of benefits is printed in the Newsletter once a year.

Faculty members participate in a disability insurance plan. In case of disability, the faculty member will receive one-half of his salary after six months until the age of 65, at which time he will receive retirement income. Included in the disability protection is the waiver of premiums for TIAA-CREF. The College will pay the faculty member's full salary for the six months until the disability income begins.

The College carries an accident insurance policy on all faculty. The benefit is $100,000 in the event of death in an accident while traveling on college business.

Faculty members participate in a group life insurance program, the principal of which equals the contract remuneration figure rounded upward to the nearest thousand dollars. Faculty may purchase an additional equal amount of life insurance at favorable rates.

Faculty members on leave from the College (except those on sabbatical leave) cannot participate in the disability and accident insurance programs. Sometimes it can be arranged for them to continue the major medical and hospitalization coverage and the group life insurance.

3. Scholarships for dependents of faculty. Spouses of faculty may take courses at the College tuition-free. The dependent children of Earlham College faculty may receive scholarship aid under the following conditions:

a. A full tuition scholarship when attending Earlham College.

b. A cash grant, when attending another college, equal to two-thirds of its tuition or of Earlham's tuition, whichever be the less.

c. If other scholarship aid is obtained, the Earlham grant shall be modified at the discretion of the Financial Aid Committee.

d. The faculty member must be a full-time employee of the College.

e. The children of temporary or visiting faculty are not eligible.

f. Dependent children of faculty on leave for not more than one year are eligible as above.

4. Leaves and Sabbaticals. Two kinds of leaves for teaching faculty are recognized.

a. Sabbatical leaves: for these, faculty members are normally eligible each seven years. To these the College contributes some financial support from its normal academic budget. The decision is made by the administration and the Board of Trustees in consultation with the Faculty Affairs Committee.

b. Leaves of absence: to these the College makes no financial contribution from its regular budget, i.e., funds must be obtained from special funds available to the College, or from outside sources available to the faculty member. Each such leave is an ad hoc arrangement between the individual teacher and the College.

Since continuity of teaching is important to the College, it is expected that the individual teacher will have engaged in full-time teaching for at least three years between any pair of leaves.

Assistant, Associate, and full Professors with full-time appointments are eligible to apply for a sabbatical leave after six teaching years. Sabbatical leaves will normally be granted where a worthwhile program of study will include at least one of the following: research, creative writing, private study, or travel related to professional development. A person granted a sabbatical leave of one term will continue to receive a normal salary, while a person on sabbatical leave for three terms will be paid one-half the annual salary. Since a two-term sabbatical leave presents replacement difficulty, such a sabbatical is available only under extraordinary circumstances and through special arrangements.

Faculty members who have been on sabbatical leave are obligated to teach full-time at least one year following the leave.

No more than ten percent of the faculty will be granted leaves in any one term.

A faculty member otherwise eligible for sabbatical leave shall not have more than one such leave in the last eight years before retirement age.

Professional members of the Library staff are eligible to apply for a sabbatical leave for three months (including the annual month vacation) at full pay after every three years of service for purposes of study, writing or some other activity which will further professional development. The application will be approved by the Librarian, the Faculty Affairs Committee, and the College administration before being submitted to the Board for action. There will be no more than one Librarian on leave at one time.

It is understood that no additional funds are to be expended for personnel as a result of this policy.

5. Attendance at Professional Meetings. Each faculty member is allowed a maximum of $75.00 annually to attend national, state or regional professional meetings. Once annually the College will pay the full expenses of a faculty member to a professional meeting when he is a major officer in the organization or when he is to read a paper on the program. Faculty should discuss their trips with the Dean of Academic Affairs prior to the trip; sometimes more funds are available to support attendance at professional meetings. Forms for listing expenses for all trips are available in the Accounting Office and are to be approved by the Dean of Academic Affairs.

6. Funds for Faculty Development. The College has some funds for faculty development: research, development of new courses, as a supplement to sabbatical leave pay, etc. Also, various College officials are glad to assist faculty members in securing funds from outside the College for such purposes. Faculty should discuss their needs and desires for such support with the Dean of Academic Affairs.

7. Bookstore. The Earlham College Store gives faculty members discounts from 10-25% depending upon the item. Publishers prefer that faculty members write them directly for desk copies of textbooks.

8. Housing Aid. New faculty members are assisted by the Business Office in securing housing. Through the generosity of Mrs. Lucy B. Gillett, a loan fund has been established to assist faculty members in buying homes by providing funds for a down payment at low interest rates. Inquiries of the availability of such funds should be directed to the Vice President for Business Affairs or the Dean of Academic Affairs. Also, the College has a few rental properties for faculty use. Faculty members who rent College houses or apartments may occupy them for two years. If, at the end of that time, the housing is needed for use by other faculty members, it must be vacated; otherwise it may be occupied for longer than two years.

9. Doan Award. The Ira Doan Distinguished Teacher Travel Award is an annual award of $3,000 which is made to one faculty member to "travel wherever he desires or his money can take him." The funds are provided by Mr. and Mrs. Leland I. Doan and Mrs. Wilson I. Doan in honor of their father, Dr. Ira Doan of the Class of 1877.

10. Athletic Passes. Faculty members are given cards admitting them and their families to Earlham athletic events. The cards are distributed by the Physical Education Department at the beginning of the fall term.

MOVING EXPENSES

The College usually pays the moving expenses of new faculty whose contracts are for longer than one year. Such expenses are paid according to the following formula:

1) The College will not pay packing or appliance-servicing expenses; the charges if any, for these services will be billed to the faculty member.

2) The College will pay the costs of insurance on the moving at a rate not to exceed $1.25 per pound maximum valuation up to the maximum weight limits specified in item #3, below. (Insurance charges in excess of these limits are to be paid by the faculty member.)

3) Earlham will pay actual moving (transporting of personal property) expenses within the United States, regardless of distance, up to the maximum weight limits specified below. Expenses for weights in excess of these limits will be paid by the faculty member.

Number in Faculty Family	Maximum Weight Allowance
1	4000 pounds
2	5000 "
3	6000 "
4	7000 "
5	8000 "
6	9000 "
7 or more	10000 "

Exceptions to these provisions, if any, will need to be cleared in advance with the Dean of Academic Affairs.

PAYMENT FOR SUPERVISION OF SUMMER INDEPENDENT STUDY

Supervision of work for academic credit of individual students during the summer is remunerated at the rate of $150 per course, when and only when the supervisor is available for personal consultation by the student at reasonable intervals throughout the period of study to the extent of ten hours. There are two exceptions to this principle:

1) If the supervision is otherwise reimbursed, through National Science Foundation or other funds, and/or if the students pay at a reduced rate of tuition, then the supervisor receives no extra stipend.

2) If the supervision includes mainly approving a prospectus, evaluating a thesis or other written report, and/or giving an examination, i.e., if the work is done away from the supervisor and any contact is largely by correspondence, then an evaluation honorarium of $50 is paid the supervisor.

C. Faculty Responsibilities

SCHEDULE AND LOAD

Earlham assumes that its faculty is composed of mature and conscientious persons who fulfill their responsibilities without close supervision and meticulous rules. The primary responsibility of each faculty member is effective teaching, to the best of his ability. Each person is expected to gain a clear understanding of his particular responsibilities and to fulfill them on his own initiative in his own creative manner. The faculty are free to organize their courses as to content, method of teaching, length and number of meetings per week, and grading, according to their own best judgment consistent with the college's and the department's aims. Each faculty member knows best how to manage his own time and organize his own schedule. He is free to do so, consistent with fulfilling his tasks and meeting necessary deadlines.

It is assumed that the services of every regular faculty member include teaching, advising, and committee work. Arrangements for significant blocks of time to do research during the academic year should be worked out with the administration and department. A normal teaching load for an academic year is seven and/or between 100-200 student course enrollments for the year, plus advising and committee work. Qualifications of this norm for laboratory courses, independent studies, tutorials, administrative responsibilities, research, and other special circumstances will be worked out with the administrative and department chairmen.

LENGTH OF CONTRACT

Unless otherwise specified, a faculty member's annual contract is for the academic year. Faculty members are requested to inform the Dean of Academic Affairs about their special summer activities.

PERSONAL CONDUCT

The College does not wish to have set rules governing personal conduct. It is assumed that faculty will conduct themselves as mature and responsible human beings.

HONOR CODE

The Honor Code adopted by Earlham students and faculty is as follows:

Standards of Behavior

During examinations:

a. No student shall give or receive aid. (Outside materials shall not be used in an exam unless specified by the instructor.)

b. There shall be no proctors. (Although a faculty member may find it convenient to remain in the room, he may not act as official proctor.

Preparation of papers:

Plagiarism: a student shall not use the words, writing, ideas or works of another without giving due credit in the form of quotation marks and footnotes.

Outside Assignments and Lab Reports:

Students are expected to do individual work except when otherwise specified by the instructor of each particular course. (At the beginning of each term, each instructor is expected to state his individual or departmental policy concerning outside assignments. Students are expected to understand these policies.)

The preceding shall be known as the Academic Honor Code. In this discussion the standards of conduct have been separated from the procedure for their enforcement.

Responsibilities of Students and Instructors

Responsibility of Students:

a. Any student who has violated the Academic Honor Code shall report himself immediately to a member of Senate Executive Committee. (The Senate Executive Committee, S.E.C., is composed of the six officers of Senate, the highest student governing body at Earlham.

b. Any student who discovers a possible violation of the Academic Honor Code shall immediately counsel with the alleged offender. If it appears that an offense may have occurred, he shall remind the alleged offender of his commitment to honor and urge him to report his offense to a member of Senate Executive Committee. (The preamble states that students have a responsibility for trying to insure honor and integrity in others as well as in themselves. Part of this responsibility entails not placing oneself in the position of being suspected of academic dishonesty.)

The purpose of student counseling is:

1. to clarify whether academic dishonesty has occurred.

2. to remind the student of his commitment to honor, if academic dishonesty has occurred.

c. In case the alleged offender does not report his offense within the ensuing twenty-four hours, the student who discovered the alleged violation shall immediately report it to a member of Senate Executive Committee.

Responsibility of Instructors:

a. An instructor who is reasonably satisfied that a violation of the Academic Honor Code has occurred:

1. is obligated to report the alleged offense to a member of the Senate Executive Committee.

2. shall consult with a first offender according to Article III, Section I.

3. shall take no disciplinary action except as specified under Article III.

(Since this is a code of honor between the students, it is intended that an instructor shall not be involved in judiciary action.)

Responsibilities of Senate Executive Committee:

The Senate Executive Committee shall have the judicial power to investigate alleged violations to determine whether or not academic dishonesty has taken place and to apply sanctions prescribed in Article III if a breach of honor has occurred.

First Offense

When Senate Executive Committee determines a breach of academic honor, the Senate Executive Committee shall counsel with the alleged offender to remind him of his commitment to academic honor and to explain more thoroughly the provisions of the Academic Honor Code.

Senate Executive Committee shall inform the instructor involved of the nature of the offense. The instructor shall, in consultation, with the student, determine whether an "F" will be given for the unit or whether the work shall be redone.

Second Offense

When a second offense is determined, the Senate Executive Committee is charged with further counseling. The offender shall receive an "F" for the course and may be suspended from the College for a period of one term to one year.

Third Offense

A third violation of the Academic Honor Code demonstrates the offender's unfitness for membership in the College community. He is therefore immediately suspended for a period from one term to one year.

Any further violation of the Academic Honor Code following a suspension and readmittance shall result in expulsion. (The emphasis of this Academic Honor Code is not on punishment but on counseling and reminding students of their commitment to honor in all phases of their lives. At times it is necessary to remind a fellow students of his two-fold responsibility -- to self and others -- in the College community. For this reason, it is very necessary and honorable to counsel with an alleged offender and if necessary, report a breach of honor to Senate Executive Committee.)

The Senate-appointed Honor Committee, composed of students, serves as a permanent committee responsible for the maintenance of the Academic Honor Code and for its understanding by students, faculty and administration.

A student applying to Earlham College shall be informed that, if accepted, he will be committed to uphold the Academic Honor Code.

MISCELLANEOUS

College Calendar

The official College calendar is kept in the office of the Director of Runyan Center. To avoid conflicts of scheduling, faculty must enter events and reserve rooms on the calendar. Forms for this purpose are available in Runyan Center, and they should be filled out 36 hours before an event, if at all possible.

Annual, Monthly, and Weekly Calendars of campus events are distributed for the convenience of the College community. The campus newspaper, the Earlham Post, published weekly during the school year, also contains information about campus events. The President's Office distributes the Faculty Newsletter weekly on Thursdays, containing news items and information for the faculty and staff. Faculty are expected to include all items of information they wish to communicate to the community in this Newsletter, rather than individually distributing periodic announcements on their own. Such use of the Newsletter will decrease the clutter of general memos and announcements. Copy for the Newsletter should be given to the President's Office by noon on Wednesdays.

In case of necessary absence from the campus while the College is in session, faculty should make whatever arrangements are necessary for fulfillment of their tasks while away, and are asked to notify the office of the Dean of Academic Affairs how long they will be away and where they may be reached.

The faculty are also asked to inform the office of the Dean of Academic Affairs when a scholarly work is published or when they are invited to read a paper or make an address at a professional meeting. Such information should be communicated to the entire faculty via the Faculty Newsletter.

The College has ample parking space for all cars convenient to the campus buildings. Faculty are expected to register their cars in the Maintenance Office and place a sticker on the inside of the windshield of their cars. There is no fee for this registration.

D. Faculty Organization

FACULTY MEETINGS

Meetings of the entire Earlham faculty are usually held every two weeks and on call. Meetings are of two kinds: business meetings for the transaction of business, and seminar meetings for the discussion of appropriate topics.

A list of scheduled meetings is circulated at the beginning of each term. Faculty attendance and participation are expected.

QUAKER PROCEDURE

Faculty meetings are conducted by Quaker business procedure rather than according to parliamentary rules. Rather than voting on motions, the faculty as a whole searches for a "sense of the meeting" with the guidance of the presiding officer, the Clerk of the Faculty. The Recording Clerk minutes the discussion and proposals which have been approved. Both the Presiding Clerk and the Recording Clerk are chosen by the faculty. Meetings usually begin and end with a few minutes of silence and meditation.

DIVISIONS AND DEPARTMENTS

The various academic departments of the College are organized into three divisions and the Department of Physical Education: Humanities, Natural Sciences, and Social Sciences Divisions. Members of each division select their convenor and schedule their activities and meetings.

Department chairmen are chosen by the administration in consultation with members of the department and the Faculty Affairs Committee. Chairmanship appointments are ordinarily for three year terms.

COMMITTEES

A list of committees and their current members is distributed annually to all faculty members.

Pres. Office
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